

SUPPLEMENTAL JOB DESCRIPTION

Classification: Adult Protective Social Worker II

Function Code: 8355-048

Position Title: APSW II

Date Established: 11/04/03

Position Number: 16049

Date of Last Amendment: 04/08/04

SCOPE OF WORK: Performs a wide range of complex professional interventions relating primarily to self-neglect protective services under the New Hampshire Protective Services to Adults law, motivates and engages self neglecting adults in necessary corrective actions, delicately balances human rights to self determination with need for protective services, manages all aspects of adult guardianships, performs wide range of crisis interventions, and performs intense social work case management for adults at high risk for institutionalization and/or abuse.

ACCOUNTABILITIES:

- Receives and records reports of adult abuse and other intake, and assesses reports of self-neglect by incapacitated adults for necessary investigation under the New Hampshire Protective Services to Adults law.
- Utilizing professional knowledge base and specialized clinical skills, investigates alleged self-neglect; performs clinical interviews with alleged victim, family, and collateral contacts; gathers highly sensitive and complex clinical data relating to the client's overall life situation.
- Utilizes independent, specialized skills to secure necessary information and to engage the alleged self-neglecting adult in very challenging situations involving questionable mental competence, behavioral issues, mental illness, physical deterioration, and dysfunctional communications.
- Exercising independent professional judgment and a high level of ethical consideration, assesses holistically for the client's overall ability to self direct, imminent danger, and delicately balances the right to self determination with the need for protective services.
- Utilizing professional knowledge base and specialized skills, analyzes and interprets highly sensitive and complex data, policies, laws, individual and family dynamics, human rights, and service provider procedures.
- Independently recommends investigation findings and follow-up plans for supervisory review.
- Utilizing specialized skills, performs social work assessments, social work recommendations, and social work case management for all necessary client, family, community, and Probate Court Communications and interactions related to securing guardianship for adults who are assessed to be functionally incompetent.
- Utilizing specialized skills, performs Probate Court and/or other Court mandated social work assessments, social work recommendations, service planning, and/or on-going social work case management; effectively communicates with said courts.
- In highly complex social situations, exercises independent and specialized skills to perform intense, motivational counseling for victims of self-neglect and their families.
- Utilizing independent judgement and professional skills, performs intensive, long term, social work case management for adults who are at high risk for institutionalization, all types of adult abuse, neglect, self-neglect, or exploitation, long term domestic violence situations, and behavioral issues often related to substance abuse, mental illness, and physical deterioration.

Supplemental Job Description

NH Department of Health and Human Services

Human Resources

Adult Protective Social Worker II, #16049

Page 1 of 3 August 21, 2006

- Utilizing specialized skills, performs intense, short term, social work assessment, counseling, and crisis resolution interventions, focused on prevention, in a wide variety of highly problematic adult living situations, often involving homelessness, domestic violence, alcohol and substance abuse, mental illness, questionable functional competency, and deteriorating physical health.
- Performs standardized interviews and social work assessment activities with clients as part of a quality assurance program.
- Participates in community education and community organization activities, and may take a leadership role in community organization activities as assigned.
- Under supervision and as assigned, may perform Adult Protective Service coordination responsibilities to include mentoring other staff, on-the-job training, facilitating work flow, checking work for accuracy, and other facilitative activities.

MINIMUM QUALIFICATIONS:

Education: Masters degree in social work, sociology, psychology, human services, or related behavioral sciences from an accredited college.

Experience: One year relevant social work experience.

OR

Education: Bachelor's degree in sociology, psychology, human services, or related behavioral sciences.

Experience: Two years of relevant social work experience.

License/Certification: Valid New Hampshire driver's license and/or have access to transportation for statewide travel.

SPECIAL QUALIFICATIONS: Unless completed in previous year, satisfactorily completes within one year of orientation training (18 hrs), introduction to Adult Protective Services Worker (18 hrs), and APSW II training (30 HRS); additionally, if the degree is not in social work, must satisfactorily complete core training (30 hrs). Successfully completes 18 hours annually of DEAS sponsored and/or approved continuing education/training.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Lynn Koontz, Bureau of Elderly & Adult Svcs, #12345

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title & Position #: Michael Kozlowski, Supervisor IV, #12383

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved